Your Name  
Manager   
*Your address goes here – your address goes here – T: 0123456789 - E: your.name@mail.com*

PERSONAL SUMMARY  
  
Write a short introduction of just a few paragraphs explaining who you are, your strengths and why you feel you are a suitable candidate. For example; ‘(Your name) has a long consistent track record of successfully employing best business practices that always improve efficiency, reduce operating costs whilst increasing productivity, all to tight time scales and within budgets. She possesses comprehensive knowledge of management theories, techniques and practices. Furthermore, she has a reputation for supporting junior staff through the provision of continuous training, coaching and development. (Your name) is currently looking for a suitable position with a responsible employer who will assist in the development of his / her career & skills.’

AREAS OF EXPERTISE

|  |  |  |  |
| --- | --- | --- | --- |
| * Problem solving | * Supervising | * Multi-tasking | * Office management |
| * Planning | * Action plans | * Delegating | * Decision making |
| * Leadership | * Recruiting | * Employee relations | * Budgetary control |

CAREER HISTORY  
  
MANAGER Dates i.e. 2018 – Present ***Company name - Location***   
Responsible for providing supportive and effective management to staff within various areas of the business. Also, in charge of ensuring that staff comply with all required professional boundaries and codes of conduct.  
  
***Duties****:*

* Describe your average daily work duties and always try to keep them relevant to the job you are applying for.
* Working in a high-pressure environment with senior managers, decision makers and company directors.
* Dealing with poor performance through informal reprimands and where necessary disciplinary procedures.
* Preparing weekly work schedules in accordance with staffing guidelines and forecasts for expected busy periods.
* Acting as a role model for junior staff by setting high standards through her own personal behaviour and actions.
* Improving operational efficiency & maximising growth by ensuring that everyone works at maximum capacity.

MANAGER Dates i.e. 2017- 2018 ***Company name - Location***   
In a short paragraph describe your role in the company i.e. ‘Provided leadership and management to the business and fully responsible for the day- to-day running of various company departments such as ………...’  
  
***Duties****:*

* Training and leading a large team of staff by providing them with direction discipline and performance feedback.
* Building motivated and high performing teams through effective leadership, line management and staff training.
* Tactfully dealing with staff sickness issues and other absences such as holiday, time off and maternity leave.
* Controlling costs in-line with departmental objectives and business plans by cutting unnecessary expenditure.
* Achieving results through others by giving them clear goals and then monitoring their performance and results.

JOB TITLE Dates i.e. 2017- 2018 ***Company name - Location***   
In a short paragraph describe your role in the company i.e. ‘Provided leadership and management to the business and fully responsible for the day- to-day running of various company departments such as ………...’

JOB TITLE ***Company name - Location*** Dates i.e. 2017- 2018  
  
JOB TITLE ***Company name - Location*** Dates i.e. 2017- 2018

KEY SKILLS AND COMPETENCIES   
  
***Management***

* Acting as the perfect ambassador for a company both in a personal and professional capacity.
* Bringing together the skills of various professionals to achieve a common goal.
* Pragmatic approach to defining problems, resolving conflict, and developing practical solutions.
* Coordinating the operations of different teams to ensure that they all pull in the same direction.
* Open minded and have the ability to see the big picture not matter how complicated or confusing things get.
* Prepared to delegate & allow individual staff the freedom to get on with a specific job the way they want to.
* Working in a fast paced environment and able to quickly understanding the mission and values of a brand.
* Ensuring that members of staff correctly interpret, understand and implement any instructions given to them.
* In concise sentences describe your strongest job relevant attributes.

***Professional***

* Adhering at all times to the strictest interpretation of all company Codes of Practise/Professional Conduct.
* Disciplining subordinates in a way that does not alienate them but motivates them to do better.
* Discreet in the handling of sensitive and confidential customer, staff or business information.
* Open to constructive feedback and always listening carefully to what employees have to say.
* Using Microsoft Office packages like Excel and Word to produce clear and concise reports.
* Being a key motivator within a team getting colleagues to perform well above their average level.
* In concise sentences describe your most professional attributes.

***Personal***

* Possess a strong sense of urgency and moving fast to resolve key issues that require immediate action.
* Communicating effectively with people from all social backgrounds, cultures and age groups.
* Maintaining composure when dealing with difficult and stressful situations.
* Never put off by seemingly insurmountable obstacles, instead seeing them as challenges to be overcome.
* In concise sentences describe your strongest personal attributes.
* In concise sentences describe your strongest personal attributes.

ACADEMIC QUALIFICATIONS   
  
***University name Dates***

BSc (Hons) Degree details   
More text here  
  
***College name Dates***A Levels:   
Maths (B) English (A) Physics (C)

***School name Dates***Qualifications and Grades

REFERENCES – Available on request.